

Title: Office Assistant/Receptionist

Highly dependable person needed for 8-5 M-F. Texas A&M AgriLife Research and Extension. Great benefits, great atmosphere, great people!

Required Skills and Responsibilities:

- Computer skills in Excel and other in-house software.
- Answers multi-line phone and directs calls appropriately.
- Receives visitors and packages.
- Utilizes technology to facilitate effective communication.

Go to <https://greatjobs.tamu.edu> and pull up NOV#04338 to see to position and apply on-line.